

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Big Arm Fire Station No. 2

April 13, 2016

7:00 p.m.

Board trustee members present: R. Jack Clapp, Fred Nelson, Drew Hoel, Jack Konitz, Ron Roberts.

Board trustee member absent: None

Note: Vacant trustee position - Ron Roberts appointment by Lake County Commissioners to fill the term to May, 2017.

Staff: Fire Chief Paul Laisy, Finance Officer Bonnie M. Manicke.

Visitors: Tracy Plaiss, Dennis Wolfe, Jan Olsen, Elizabeth Hoel, Marina Butler, Joan Vinson, Lynette & Sid Rundell, Vince Rubino, Martin Sago, Robert Kobos, Jim Sisler, Norma Parker, Ross Hoyt, Donna Winn, Ray Winn, Sonya Engbretson, Lee Engbretson, David Waterman, Cynthia Waterman, Tom Eddy, Arlene Tompkins, Alison & Jeff Meslin, Ted & Pennijo Tompkins, Lee Manicke, Matt Sisler, Leanna Fillman, Kevin Straub, Grant Clapp, Jeff Foster, B.J. Hubbard, Carol Swope, Brian Hines, Gregg Perkins, Paula Cole, Christopher Moldenhauer, Jonathan Thorsted, Shondra Thorsted, Christopher Houle, Carson Jones, Hunter Bighorn, Bill Barron, Ann Murphy.

Chair Clapp opened the meeting with the Pledge of Allegiance at 7:00 p.m. {00:11}

Minutes March 9, 2016 {00:25} - Trustee Hoel motion to approve the minutes of March 9, 2016. Trustee Konitz second. Motion passed unanimously.

Communications: {00:53} – Bonnie reported a communication regarding revenue will be discussed with the treasury report. Chief Laisy has no communications.

Claims: {01:22} – Chief Laisy clarified the Mahugh Fire & Safety invoice in the amount of \$1,346.00 is for fire extinguisher pressure tests and recharge. Paul commented Don Aadsen Ford donated \$374.86 for an out of warranty repair charge on truck #333; which is now off warranty. Trustee Konitz motion to approve March, 2016 claims. Trustee Hoel second. Motion passed unanimously.

Treasury Report for month ending March 31, 2016: {06:50} -

Lake County Treasurer reports not available cash balances are preliminary with 4/13/16 bills paid and March, 2016 payroll.

FUND # 7245 Operating Fund	\$ 10,154.63
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 69,041.31
FUND # 7246 Capital Improvement Fund	\$ 16,258.27
FUND # 7243 Voted Levy Operating Fund	\$ 89.79

(Transition fund collection delinquent & protested taxes)

Check numbers 6069 - 6098, both inclusive Paid 04/13/16 \$ 10,973.58

Note: March 9, 2016 Check #6053 payable to Julane Matejovsky \$182.50 lost in mail.

Lake County Treasurer processed a stop payment with Glacier Bank. Reissued check #6069 to Julane Matejovsky with claims processed 4/13/16.

PLUS:

Fire chief payroll	\$2,200.00 {March 4 & March 18, 2016}
Quickbooks processing fee	\$ 2.90

Pending check revenue for deposit to Fund #7245 following meeting

1). Check #10034 Mission Valley Security, Inc. \$250.00

Non-restricted revenue donation

2. Check #18124 Easthaven Baptist Church \$150.00

Stipend for utilities at Big Arm Station Jan, Feb, March

3). Check #12109 Lake County OEM \$150.00

March 17, 2016 rope and ice rescue equipment usage. hazard mitigation

4). Check #2756 Swan Valley Emergency Service \$1,275/00

March 3 & 4 ice rescue class. Chief Laisy added Captain Hoel, Lieutenant Clapp and Woodger instructed the class for the Swan, Condon fire department. The revenue received will offset the ice rescue equipment expenditure. Paul thanked the ice rescue instruction team.

A101 Revenue Receipts:

Fund #7245

Check received and deposited following March meeting

Receipt #98659 Check #17987 Easthaven Baptist Church \$50.00

Donation for snow removal

An appreciation plaque was delivered to Trustee Patrick Gembala for recognition of service to the Polson Rural Fire District May 8, 2012 to February 10, 2016.

Chair Clapp commented the pending checks deposit to operating fund #7245 will indicate an approximate fund balance of \$12,000. The second half of real property taxes are due May 31st which will add revenue to the operating fund and voted levy fund. The unusual expenses due to the split with the city should be paid from fund #7244 voted levy fund. Bonnie indicated if needed funds may be transferred from the voted levy fund to the operating fund for the unusual expenses. Alison Meslin commented when the voted levy referendum was approved it was for specific items. Chair Clapp indicated the use of voted levy funds was quite broad including personnel, equipment, station maintenance, equipment for stations, outfitting firefighters, etc. **Trustee Nelson motion to accept treasury report. Trustee Konitz second. Motion passed unanimously.**

Chief's Report: {15:12} - Fire Chief Laisy reported March, 2016 Polson Rural responded to 15 incidents including 1 mutual aid structure fire at S&S Sports in Ronan, 2 medical assists, 2 vehicle accidents, 4 brush fires, 4 assists with traffic control during ice rescue classes, assisted Mission Valley Power with a power line down, twice landed a helicopter at station #2. The vehicle accident south of Big Arm required use of the new jaws equipment. Paul is continuing to work with Energy Keepers regarding the donation to purchase a portion of the jaws extrication equipment. Additionally Paul is in contact with tribal land office to analyze property to construct a station in the south area of the district. Fire Apparatus Repair completed pump valve maintenance on Engine #319. The volunteers are completing the maintenance on the generator. The portable gasoline pump is being repaired for wildland season. The volunteers re-organized supplies on Engine #318 and stripping was added. Lights, siren and a radio were installed on unit #300. Deputy Chief Clapp and Paul attended an ISO class in Florence. Four volunteers, Jonathan Thorsted, Shondra Thorsted, Mike Hingiss, and

Christopher Moldenhauer completed extra training and are certified black helmet status. Paul thanked the volunteers for their time and effort. Northern Rockies Coordination Group recognized Deputy Chief Clapp, Captain Hoel, and Lieutenant Grant Clapp, with a thank you and a certificate for their above and beyond support during the 2015 wildland fire season. The efforts of all the volunteers provided additional revenue for the district. Paul provided a copy of the L.N. Curtis bill for the Jaws of Life extrication equipment. Energy Keepers plans to make a donation to purchase one of the tools. The total bill is \$39,374, Energy Keepers will contribute \$11,025, the cost to district is \$28,349. Paul noted the rural fire district has 34 volunteers. Polson Rural responded to the fire at the Tire Depot in Pablo April 8th. Chief Laisy was impressed with the volunteers participation for the community. Engine hours included #318, #319, #308 30 hours, #326 17 hours, brush trucks 26, 19 and 21 hours; personnel accumulated 283 hours. A firefighter experienced heat exhaustion and was treated at the scene. Bill Barron asked if the district has the ability to bill for services provided. Chair Clapp replied the Tire Depot is out of the rural district. Steve Stanley reported the apparatus and personnel will receive payment. Chief Laisy reported a type 1 engine with a crew of four and a brush truck with a crew of three was available to respond if needed for other incidents. Station 2 and Station 3 participated. Chair Clapp commented Polson Rural was asked to monitor the fire overnight to give Ronan Fire a break. The new Jaws of Life was used to extricate three people from a two vehicle crash. Chair Clapp thanked Chief Laisy for the report.

Old Business:

JAW'S UPDATE {29:35} – Discussed in chief's report. Chair Clapp reported the JAWS of Life are in service. Payment will be issued next month when payment is received from Energy Keepers.

STATION TO SOUTH AREA OF DISTRICT UPDATE {29:50} – Chief Laisy reported the land acquisition is a work in progress with Tribal Land Department. The tribe plans to provide a long term lease. The property is located on Ford Road. Another location is available on Minesinger Road. The parcel on Ford Road provides access on the highway. Bill Barron questioned coverage in the Valley View area. The station location on Ford Road will be significantly closer to the Valley View area. The location is less than five miles from Back Road. The location on Ford Road does not have water access. A source of water supply will be investigated.

FIRE CHIEF JOB DESCRIPTION/REQUIREMENTS {33:10} - Chair Clapp commented Chief Laisy composed the job description based on a number of other departments. Jack suggested the board review the job description and discuss a final draft at the May meeting. Page 3 work environment to page 5 job performance standards should be deleted. The data is somewhat redundant. Trustee Konitz suggested the job performance standards include an attrition list, and a replacement list for major engines. The chief needs to meet at least yearly with the rural fire board for a performance review and evaluation, In return, it would give the chief the opportunity to provide a constructive evaluation of the board. Additionally the chief should review the district leases. It is important to review the location of the equipment and have volunteer personnel in the vicinity to operate the equipment. Chief Laisy commented the draft was provided for the board to review and offer suggestions. The goal is to adopt a job description for the application process. Trustee Roberts questioned if a standard job description is available. The job description was written by reviewing a variety of standard job descriptions. Alison Meslin suggested the board reference Montana Code Annotated for a fire chief job description. Kevin Straub commented NFPA1901 has a standard qualification job description.

BIG ARM UPDATE – {40:50} Chief Laisy reported six firefighters are assigned at the Big Arm Station an additional firefighter was approved this evening. Additionally three applications are pending. The number of current firefighters is consistent with those during the last ten years. The volunteers at Big Arm will be nine with the additions. Paul invites additional volunteers to apply to manage the station effectively and hopes the board will continue to support the additional volunteers. A number of residents in the Big Arm area are retired. Therefore it is difficult to attract volunteers. Chief Laisy is dedicated to work at getting additional volunteers. Training was conducted last Tuesday at the Big Arm Station and the training will continue with Lieutenant Martin Sago and the assistance of Station 1 volunteers if needed. The volunteer interviewed this evening has wildland fire in addition to CPR certification. The majority of the training will be in Big Arm with specialized training at Station 1. At a vehicle accident response near Big Arm, the engine and jaws were on the scene in 12 minutes. That is an excellent response for a volunteer department in a rural area. Wildand trucks are responding within two minutes of the call. The quick response is facilitated by the volunteers spending free time at the station. A couple of applications are on hold due to the current issues they did not want to get involved. The goal is to work together as a community effort. Beginning in September, 2015 the Rural Fire District is a brand new fire district. The city/rural fire department is history. The goal is to move forward as a rural department. Chair Clapp thanked Chief Laisy for the update. Mr. Winn noted six firefighters respond to the Big Arm Station. Chief Laisy's intent is to do the training at the Big Arm Station. During the February meeting, the request was to have the petition put on the agenda. Vice -Chair Nelson requested the request put on the April agenda. The request was forwarded to Chair Clapp and Vice-Chair Nelson. Chair Clapp responded many of the agenda items are operational matters. The operations go through the chief. The board requested the chief work through the appropriate items. The request for the agenda item is to discuss the issues with the public. The first meeting with the chief included Lieutenant Grant Clapp participating. The second meeting with the chief included Trustee Hoel participating. The agenda item was brought to the board to discuss some of the same items. It is a community issue and not operational. Chair Clapp commented this board works through the chief and assures that all members of the community are protected. The goal is to increase the number of volunteers in Big Arm up to 20 volunteers. Selection of the Big Arm officers has to be done through the chief. Currently service to the Big Arm community is improving. Over the past years there has never been more than six volunteers at the Big Arm Station. With the actions of the chief and department, the response has improved significantly over a year ago. Hopefully we can all work together to try to make this the best organization in Big Arm for the Polson Rural Fire District. Chair Clapp thanked Mr. Winn for the comments. Jeff Meslin commented there has been as many of ten volunteers living in Big Arm and the department did have autonomy. The resolution passed by the board removing autonomy resulted in a decline of volunteers. Chair Clapp thanked Jeff for the comments. Chief Laisy read the statement read during the second meeting. The department would support the training in Big Arm, a cohesive response team in the Big Arm area understanding that other specialized training at other areas of the Polson Rural Fire District will be required to be effective firefighters. The probationary training is not scheduled in Polson. Matt Sisler commented the number of people that signed the petition want fire protection. It is a large effort of the community. The history indicates there was a mass resignation of firefighters in 2005, 2010, 2015 there needs to be a reason. The goal of the residents is to figure out a resolution. The challenge for the board is to keep firefighters in Big Arm. Matt suggested the board assign firefighters from different areas in the district to respond to the Big Arm Station, assign station officers, and respond as a primary response team. The training request has has been met. Trustee Nelson encouraged Matt to sign up as a firefighter. Chief Laisy met with

Matt and encouraged Matt to remain as a Big Arm firefighter. Chief Laisy acknowledged to the best of his ability, the goal is to increase the number of firefighters and the department is doing better currently. The goal is a work in progress. Trustee Hoel commented the board is working with Chief Laisy to support the Big Arm Community. Drew received a phone call inquiring if the Big Arm Station was set for closure. The board is doing the best and all the issues are a work in progress. Matt commented there is an issue with policy. Trustee Hoel indicated proper procedure was followed. The district is prepared to move forward. The members are taxpayers and volunteers.

New Business:

TIRE DEPOT FIRE {01:29:29} – Discussed in Chief's report.

GAS METERS{01:29:33} – Lieutenant Grant Clapp, addressed the proposed purchase of gas meters. Currently gas meters are located at Station 1 and Station 2. The meter at Station 1 is an older model that needs to be calibrated every month. Previously the calibration system was accessed at the city station. The meters are approximately \$800/each. The advantage of the new meter needs to be checked every three months. The district would no longer have the liability for the function of the meter. The firefighters are requesting the board to approve the purchase of two gas meters and vehicle chargers. The options are a MSA charcoal meter \$795.00; glow in dark MSA meter \$811.00. The meters detect four types of gas. The meters are a safety factor for the volunteers. Trustee Hoel commented a few months ago the city expressed interest in purchasing the current meters. The big advantage is the liability is removed from the firefighters calibrating the meters. The calibration service is provided free by a company. Currently none of the meters at the station are calibrated. An in house calibration system would exceed the cost of two new meters. Chief Laisy commented the meters are a useful tool and the department is able to operate safely. Payment from the tire fire may be used to purchase the units. The firefighters are checking atmosphere regularly during a response.

Trustee Hoel motion to purchase two glow in dark gas meters and two vehicle chargers.

Trustee Konitz second. Motion passed unanimously. Grant suggested the meters purchased separately to facilitate a calibrating schedule.

FFI REGISTRATION REIMBURSEMENT {01:36:10} - Trustee Nelson noted recently two firefighters attended FFI training classes in Great Falls. Mike Hingiss personally paid the class registration \$1,500 fee and used employment annual leave. Fred would like the district to reimburse Mike. Mike reported breakfast was provided by the motel, lunch was provided with the class registration and the district issued a \$128 check for meal allowance. A district vehicle was used for transportation. Trustee Nelson suggested the district reimburse Mike the full amount of the registration fee. **Trustee Nelson motion reimburse Mike Hingiss \$1,500 for the FFI class registration. Trustee Hoel second.** Mr. Eddy commented Mike should be reimbursed, but the item is not on the agenda and should be submitted with the claims for the May meeting. **Pursuant to Mr. Eddy's comment it will be addressed next month with the claims.** Alison Meslin commented it should be a goal of the board to set policy for reimbursement and per diem. Chair Clapp advised a policy was established for per diem. Mike Hingiss is currently on probation, therefore the registration was not submitted to Chief Laisy for approval. Generally firefighters do not participate in classes of the FFI training during a probationary period. Next month the policy will be addresses further by the chief.

Public Input on Non Agenda Items:

COMMISSIONER OF CAMPAIGN PRACTICES {01:40:14} - Mr. Eddy commented on the March 9, 2016 minutes regarding the commissioner of political practices. There was a motion to find out what the issue was. This is the following meeting and Chair Clapp determined this not an issue and it is dismissed. If the decision was made on your own it would not be appropriate. Chair Clapp replied it was not his decision. It was a decision by the commission of political practice. The board was not able to obtain a copy of the letter since the commission dismissed the issue. Mr. Eddy further commented the board did not follow through with the action. Chair Clapp contacted the commission and they did not have a copy of the complaint. Therefore there was no issue to go forward. Mr. Eddy's felt the issue should have been on the agenda for the board to have voted indicating it is no longer an issue. Chair Clapp thanked Mr. Eddy for the comment.

Matt Sisler commented the board wanted to find out the contents of the letter requesting information from the commissioner of political practice so the board can correct action if one exists. Matt presented a copy of the brief to Chair Clapp of the question. The formal letter was not available. Matt will provide the advisory opinion for the board to review. Mr. Winn commented on the Belt's report which stated there were no criminal background checks. He requested Chief Laisy check the firefighter files to verify all the current firefighters have background checks. Mr. Stanley commented the Belt's report was done for the city. The rural has always had background checks in the files. Trustee Hoel indicated the Belt's report was a misprint. The department has always had background checks. Chief Laisy currently does the background checks with Montana Gov.com and there is a fee for the report. Matt Siler was elected President of the Volunteer Firefighters for three years. During the term, Matt looked out for the firefighters and the rural board. Chair Clapp thanked Matt. Cynthia Waterman commented the Big Arm community is very happy and welcomed the board scheduled a meeting at the station. A special welcome to Trustee Roberts, a Big Arm resident who is now on the board. The group had some productive meetings with Chief Laisy. We are thankful for the firefighters and respect the firefighters. Trustee Nelson wanted to talk about putting the issue of the petition on the April agenda. Trustee Roberts suggested to rest the issues and move forward to 2016. Trustee Konitz commented Chief Laisy has bent over backwards to do his job and has done an excellent job. If Big Arm would like an additional meeting, Chief Laisy will schedule a meeting. The volunteers do an excellent job. Chair Clapp commented Big Arm has two historic firefighters and is currently represented with two trustees and a potential for a third trustee. The chief is more than willing to come up with some solutions. Alison Meslin indicated an issue was the firefighters who wanted to return as a volunteer were required to complete a new application rather than transfer their personnel files. Chief Laisy would invite the firefighters to return, will meet with them and appreciates the several years of training and familiar with the area and equipment. However there are certain rules and standards to operate safely. They need to complete a short application requiring about ten minutes to complete. Mr. Winn noted other department he is familiar with don't require a new application and start out as a new hire. It was previously suggested the volunteers wishing to rejoin the department would be on probation. Chief Laisy advised the probation period is in effect as any new firefighter joining. Chief Laisy commented the new department has a number of changes in regulations, guidelines, and training which is another reason for the probationary period. Alison Meslin commented a number of the concerns are incorporated in the requests. Seven people are

interested in becoming firefighters and are waiting for the outcome of the proposals. Alison would like to schedule a meeting with Chief Laisy to understand things face to face. The major goal is to get firefighters at the Big Arm Station who live in Big Arm. It is wonderful for firefighters to respond from Jette, although it is a distance. Chief Laisy is writing policy with participating management which takes a little more time to complete and changes are apparent. Paul will be happy to schedule a meeting with the Big Arm residents. Trustee Nelson suggested Chief Laisy record the meeting with the Big Arm residents.

ADJOURNED TO EXECUTIVE SESSION {01:46:05} Trustee Hoel motion to adjourn. Trustee Konitz second. Motion passed unanimously. Adjourn 8:45 p.m.

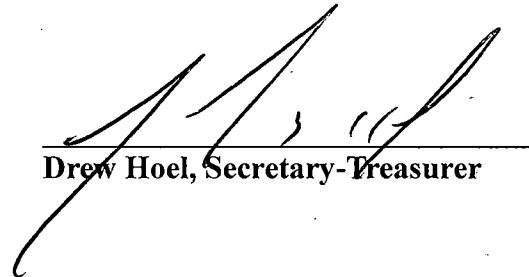
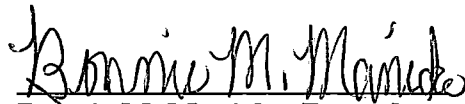
Executive Session: Personnel issue (New Firefighter's)

Reconvene Chair Clapp reported the board recommended candidate, Brad Big Sam as a member of the Polson Rural Fire Department.

Trustee Hoel motion to adjourn. Trustee Konitz second. Motion passed unanimously.

Adjourn 8:58 p.m.

Next regular scheduled meeting May 11, 2016.


R. Jack Clapp, Chair
Drew Hoel, Secretary-Treasurer
Bonnie M. Manicke, Recorder

Polson Rural Fire District

25B Regatta Road Polson, MT 59860 406.883.4244

AGENDA

Polson Rural Fire District Trustee Monthly Meeting
April 13, 2016 at 7:00 p.m. Station #1 (Fairgrounds)

Trustee Meeting Includes:

- Review minutes-March 9, 2016
- Communications
- Review & Approve Claims
- Treasurer's Report
- Chief's Report

Old Business Including:

- JAW's update
- Station to South update
- Chief's description/requirements
- Big Arm update

New Business Including:

- Tire Depot Fire
- Gas Meters

Executive Session:

- Personnel issue (New Firefighter's)

Public Input on Non Agenda Items:

Adjourn :

**All residents of the Polson Rural Fire District and interested general public are encouraged to attend. Resident's questions and ideas help to keep the trustees informed and assist them in formulating their decisions. Any member of the public wishing to submit items for Board review/consideration needs to submit them to the Board Clerk at least ten (10) days in advance of the meeting. For a full text of approved minutes and the agenda please go to www.polsonruralfire.org

March, 2016 claims – Approved April 13, 2016

Num	Description	Memo	Amount
6069	Julane Matejovsky	Inv#716-20,716-23 apply patches ReplaceCk#6053	-182.50
6070	Adirondack Thermal & Technical	Cust#PO Inv#16-105B 2-K2 160x120ThermalCameraKit	-2190.00
6071	Brown's Jewelry	Recognition Plaque Trustee Gembala 2012-2016	-65.00
6072	Century Link	Acct #41061412 406 849-5666	-55.02
		Acct #411978591 406 883-4244	-66.89
6073	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillLine	-67.22
6074	Class C Solutions Group	Inv#8283024001 6-Tiger Grip Disp Gloves + surcharge	-119.49
6075	Click Here Designs, LLC	Inv#8498 web revisions	-49.40
		Inv#8620 Disc Hosting,Domain,forwarding	-46.50
6076	Complete Wireless Technologies	Inv#89657 Min 5 Serial #136WKC2710	-87.90
		Inv#89664 Min 5 Serial #136WHQ3715	-87.90
6077	Davis & Brown CPAs PC	Inv#11644 3/02/16 run payroll	-25.13
		Inv#11644 3/16/16 run payroll	-13.34
		Inv#11644 3/30/16 run payroll	-23.20
6078	Don Aadsen Ford	Customer #24850 Inv #221807 Service Eng#333	-515.74
6079	ECMS	3-letter/number patches \$18/ea	-54.00
		1-chaplin patch	-37.50
		52-letter sew on \$2.75/ea	-143.00
		Shipping	-10.54
6080	First Bank Card	Acct #4988 6591 3460 3266 NW Ink&Toner	-55.00
6081	First Bank Card	Antenna Farm	-35.80
		Troy Sheet Metal Command Veh 300	-107.00
		LED light bar Command Veh 300	-52.99
		LED light bar Command Veh 300	-58.98
		LED warning light Command Veh 300	-50.00
		Hughes Fire Equip inner housing mirror CommVeh	-40.18
		Helmet decals	-56.60
6082	General Fire Apparatus, Inc.	3-pair wildland boots	-630.00
6083	Gull Printing	Invoice #200459 Vinyl names	-36.00
6084	John Deere	Inv B69266 2- pr gloves	-29.98
		Inv#B70628 waxed laces	-15.48
		Inv#B74119 2-EZ pour spout	-21.98
6085	Mahugh Fire & Safety, LLC	Inv#68647 booster hose, nozzle, shutoff	-455.00
		Inv#69063 6-pr gloves	-93.00
		Inv #69063 10-bullard shroud	-360.00
		Inv #69063 6- headlamps	-192.00
		Inv #69063 6-Pac II	-246.00
6086	Julane Matejovsky	Inv#716-34ew on velcro	-12.50
6087	Mission Valley Power	Location #2806820000 Big Arm Stn.	-85.07
		Location #2876820001;2876820002 {2-security lights}	-25.62
		Location #2400744000 Fairgrounds Stn.	-662.01
6088	Mission Valley Security, Inc.	Invoice #10164 3 times @ \$17.50	-52.50
		Invoice #10164 3 times @ \$17.50	-52.50